

*** CAREER OPPORTUNITY ***



UNITED STATES DISTRICT COURT
NORTHERN DISTRICT OF TEXAS

REVISED POSTING

Position Title:	Pro Se Law Clerk #17-01
Location:	Lubbock, Texas
Closing Date:	Open Until Filled
Starting Salary/Range:	\$59,246 - 129,723* (JSP 11 -14)

*Depending upon qualifications and experience. Funding for this position is contingent upon future prisoner case filings.

The United States District Court for the Northern District of Texas is recruiting for the position of Pro Se Law Clerk. The responsibilities of this position include, but are not limited to: reviewing motions to proceed in forma pauperis; screening prisoner petitions and motions, motions to vacate sentence, and civil rights complaints; and assisting a magistrate judge with all aspects of prisoner case management. The position is also responsible for drafting appropriate recommendations and orders for the judge's approval.

Employees of the U.S. District Court are entitled to benefits which include a retirement system, health and life insurance programs, scheduled holidays and the leave accrual program, and periodic salary increases. The Court is not authorized to reimburse candidates for travel or moving expenses. This position is subject to mandatory Electronic Funds Transfer participation for payment of net pay.

To qualify, an applicant must be a law school graduate and a member of a state bar. Experience as a judicial law clerk is preferred. Legal research and writing experience is required.

The selection of a qualified candidate will be contingent upon the results of a mandatory criminal background records check. The final candidate will be subject to a background investigation by law enforcement agencies, which includes FBI fingerprinting. The applicant must be a United States citizen or provide documentation proving eligibility to work in the U.S.

Submit resume and law school transcript to:

Attention: Human Resources #17-01

United States District Court
1100 Commerce Street, # 1452
Dallas, Texas 75242
Fax (214) 753-2247

Email: humanresources@txnd.uscourts.gov

Resumes without code 17-01 and missing transcripts will not be considered.

**** The Court is an Equal Opportunity Employer ****

The Court reserves the right to modify the conditions of this job announcement, to withdraw the announcement, or to fill the position sooner than the closing date without prior notice. The United States District Court requires employees to adhere to a Code of Ethics and Conduct.

11/03/2016

Announcement #17-01